

SAVE THE DATE - SATURDAY, SEPTEMBER 24, 2016

*******Town of Townsend Annual Fair & Parade*******

11:00 am – 3:00 pm (Parade @ 10:00 am)

Registration Deadline: Friday, September 8, 2016

Please Note: Rain or Shine Event

Name of Organization: _____

Is this organization a non-profit (circle one) Yes No

Contact Person: _____ **Phone** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Email address: _____

Type of space requested: (circle one) **Food**** **Artist/Crafter** **Informational Display**

****FOOD VENDORS - NOTE NEW REQUIREMENTS ON PAGE 2****

A standard vendor space is 10x10. Spaces are \$25.00 each. Spaces needed: _____

Food Vendor Fee is \$50.00

Description of items being sold: (Please provide a complete list) _____

Will you be in the parade: (circle one) Yes No

Parade Entry: (float, walkers, etc.) _____

(Be sure to fill out the top of this form)

*******Please make checks/money orders payable to *The Town of Townsend********

Mail application and check to Town of Townsend, PO Box 223, Townsend, DE 19734

For questions or concerns please contact:

Town Hall @ 302-378-8082 or

Cathy Beaver @ cbeaver@townsend.delaware.gov

Well over 1,000 in attendance last year with over 100 vendors. Lots of good food, carnival games & bounce houses, entertainment, contests & D.J.

Join us for a fun-filled day!!!

Town of Townsend Annual Fair & Parade Regulations

Vendor Regulations

- **Vendor fees:** \$25.00 per space, free for non-profits, \$50 for food vendors.
- All fees are non-refundable unless the Committee rejects your application.
- All applications must include a list of items for sale and complete and correct contact information. An applicant may not submit an application on behalf of another vendor or submit an application under an assumed name. **Applications are accepted on a first come, first serve basis. Booth assignments will be provided one week prior to the fair.**
- Applicants are responsible for all power sources, power cords, cord protection, tables, tents, chairs, signage, etc. necessary for the successful operation of their business in the park setting.
- **Set up:** Saturday 7:00 – 9:30 am. All vendors must check in as you arrive at park and be set up and vehicles removed by 9:30 am on Saturday. This will be strictly enforced. Unload your vehicle first, find a parking spot and then set up. Do not set up with your car blocking other vendors getting to their spots.
- The fair ends at 3:00 pm. **All vendors are required to stay until that time.** Vehicles – including food delivery vehicles - will NOT BE PERMITTED access to the vendor areas once set-up has been completed at 9:30 am and until the fair ends at 3:00 pm
- Vendors are responsible for keeping their area as neat as possible during the day, placing closed bags of trash at the designated collection points and for leaving the space as they found it. Vendors are responsible for ensuring that any tents utilized are properly secured to ensure they will not be affected by wind. Note that most vendors will be located in the paved area of the parking lot.
- **No alcohol** is permitted at the fair.
- **No Rain Date:** There is no rain date for the parade or fair.
- **Registration Deadline:** September 8, 2016

****FOOD VENDORS REQUIREMENTS**

1. Provide a copy of a valid business license
2. Provide certificate of insurance naming the Town of Townsend as an Additional Insured for the Townsend Fair on September 24, 2016.
3. Provide approved permit to operate a Temporary Food Establishment.
(form available through Town Hall or through Delaware Board of Health)

Parade Participants

- The parade begins at the Fire Company, marches down Main Street to Edgar Road to the Townsend Municipal Park.
- Line-up instructions will be provided 1 week prior to fair.
- All parade entries will be announced as they enter the park.
- Trophies will be awarded.
- **Registration Deadline:** September 8, 2016.

For additional information please contact:

Town Hall @ (302) 378-8082 or

Cathy Beaver @ **cbeaver@townsend.delaware.gov**